



City of Longmont, Colorado  
 City Clerk's Office  
 350 Kimbark Street  
 Longmont CO, 80501

## Request for Public Records

*Our goal is to assure prompt and equitable service to customers requesting access to public records. It is our policy to make public records available for public inspection at reasonable times unless such records are protected from disclosure by law. There are fees associated with requests for copies or requests that require significant resources.*

Requester Name:	Date:
Department or Agency:	
Mailing Address:	Email Address:
Signature:	Phone:
Detailed description of records requested:	

### Fee Schedule:

Standard (Black & white, single-sided copy, on white, 8½" x 11" or 8½" x 14" paper)	\$ .10 per page
Other (various sizes, including photographs, blueprints, and other media)	Actual or reasonable estimated City cost of production
Facsimile Transmission of Copies	\$1.00 per page
Research, Retrieval and Compilation requiring less than 15 minutes of cumulative staff time	No charge
Research, Retrieval and Compilation exceeding 15 minutes of cumulative staff time	\$20.00 per hour (plus document fees)
Manipulation of Data	Actual City cost
Information stored or provided electronically	Actual City cost

### For Internal Office Use:

Date request completed:	Estimated Cost:	\$ _____
Completed by:	Amount prepaid:	\$ _____
If unfulfilled, provide reason(s):	Balance due before release:	\$ _____
	Total Amount paid:	\$ _____

RESULTS:

Files Retrieved:

Access Granted to Systems/Media:

Information Provided to Customer: